

## WebTrac Procedure 1: How to Make a Reservation

The website is <https://parks.suffolkcountyny.gov/wbwsa/webstrac.SPLASH.html>

- Log into your account.
- Click on the “Camping” picture.
- Select “Begin Date” and the number of nights you would like to stay as well as the campground.
- Click search.
- Scroll down and select the high-lighted park on the map. Make sure to click the park name and not just the yellow star.
- From there you are given a map overview of the park, select which area you are looking for. A new map will open.
- Select which spot you would like to camp in, select “Add to card.”
- If there are multiple Green Key holders in the household, select the box of the person who is making the reservation. Click “Continue.”
- Select the camping unit type you will be camping in.
- Select the intended occupancy of the campsite.
- Select the number of dogs you anticipate bringing with you.
- Read the rules before checking the box agreeing to the above rules. Click “Continue.”
- Click “Proceed to check out.”
- Select your payment method and enter your billing information, then click “Continue.”
- You will see your payment summary. Enter your credit card information and click “Submit payment.”
- To email a copy of your reservation to yourself you must select “Submit” at this point.
- To book another reservation select “Continue.”
- If you are finished, select log out.